

Additional directions for entering a CS-129 Specialist Establishment/Activate or Reclassification Request

1. Check the **Yes** box for Specialist Position and click **Continue**.

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If establishing or reclassifying a manager or specialist position, click in the appropriate checkbox

Specialist Position?	Yes <input checked="" type="checkbox"/>
Manager Position?	Yes <input type="checkbox"/>

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2. Choose the **Type of Specialist Requested**.
3. Choose **Factor I** and click **Continue to Factor II**.
4. Choose **Factor II** and click **Continue to Factor III**.
5. Choose **Factor III** and click **Calculate Points and Continue**.
6. Verify the Total Points and Level.
7. Enter **Description of Program or Specialty Area** and **Appointing Authority Explanation of Factoring**.
8. Click **Continue**.

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ECP Group 2 Professional Specialist System Factors
Review the information below, add supporting rationale, then click "Continue"

Required
Also Required if Appointing Authority

Type of Specialist Requested: Staff Specialist Modify Specialist Factors			
Factor I: Job Complexity - 1B, Points: 50			
Factor II: Program or Specialty Scope - 3E, Points: 50			
Factor III: Impact - 5H, Points: 50			
Key:			
0-119 = 12	120-194=13	195-269=14	270-300=15
Total Points: 150 Level: 13			
Description of Program or Specialty Area:	Test		
	Field is unlimited		
Appointing Authority Explanation of Factoring:	Test		
	Field is unlimited		

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